



Lewis County Employment Opportunity

Division: Facilities

| Position: Maintenance Assistant

Who May Apply: All Qualified Applicants

Employment Status: Casual

Salary Range: Starting \$9.86 hr.

Posting Opens: 06/15/2015

Posting Closes: Open until filled

First review 6/22/2015 at 4:00 p.m.

DEPARTMENT / OFFICE

This is a casual position working for the Facility Division of the Central Services Department.
A hiring list will be established.

POSITION SUMMARY

Under close supervision, performs a variety of maintenance and custodial duties on behalf of the Lewis County Facilities Maintenance Department.

Estimated 40 hours a week Duration to Mid-September
Weekend and evening work required

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

**Human Resource Department RM 023
351 NW North Street
Chehalis, WA 98532**

Application packets may be requested by calling (360)740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date 01/16/2015.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note:** **ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume

All application materials must be received in the Human Resources Department. Late applications will not be accepted. Applications may be emailed to daleyn.coleman@lewiscountywa.gov providing a signed hard copy follows within 5 business days.

MINIMUM REQUIREMENTS

High school diploma or general education degree (GED)

Must have general mechanical aptitude to run power equipment and perform tasks with minimal supervision

Must successfully complete Offender Labor certification class and criminal history background investigation

Medic First Aid Card or ability to acquire

Valid State Driver's License

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.